



DEPARTMENT OF PERSONNEL
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MEMO PERD #31/06
June 26, 2006

TO: Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Merit Salary Increase (MSI) Reports

Currently, agencies receive two hardcopy reports pertaining to merit salary increases as follows:

Report ID – RHR016R - *Merit Salary Increase Action Due*: This report is produced and distributed to agency Personnel Representatives on or around the first of each month. It lists the employees slated to receive merit salary increases in the current and following month.

Report ID – HRB0018 - *MSI Action Summary Report*: This report is produced and distributed daily in duplicate to agency Personnel Representatives. It lists the employees who received a merit salary on the day of the report. One copy of the report is retained in the agency file and the other requires an Appointing Authority signature to approve the merit salary increase(s) after the fact. Upon approval of the appointing authority the report is sent back to Central Records for filing in the employees service jacket. If more than one employee is listed on the report, staff must make a copy of the report for each employee's service jacket and blackout the names that don't apply to each file.

Effective July 1, 2006 the HRD0018 - *MSI Action Summary Report* will be discontinued. The processing of this report is fairly labor intensive and does not provide any real benefit. Additionally, it is reporting and obtaining approval for the merit salary increase **after the fact**.

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The RHR016R – *Merit Salary Increase Action Due* report notifies the agencies of merit salary increases **before** they occur. This allows time for the agency representatives to verify accuracy and, if required, stop the merit salary increase from occurring.

Thank you for your ongoing cooperation and if you have any questions regarding this change, please do not hesitate to contact your Central Records Personnel Representative.

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